

**KENTUCKY DEPARTMENT OF EDUCATION**  
**STAFF NOTE**

**Action/Discussion Item:**

2010 Report, 2010 Exceptions, and 2012 Plan as required by 702 KAR 1:115, Annual in-service training of district board members

**Applicable Statute or Regulation:**

KRS 160.180 (with references to KRS 156.031; KRS 156.070)

**Action Question:**

Should the Kentucky Board of Education:

- 1) accept the 2010 District Board Member In-Service Training Report;
- 2) grant an extension of time to complete the 2010 requirements to board members who did not complete the 2010 requirements; and
- 3) approve the 2012 In-Service Training Plan?

**History/Background:**

***Existing Policy.*** Kentucky Revised Statute requires that school board members complete annual (calendar year) in-service training. Twelve hours are required during each of the first four years of district board service; eight hours during each of the second four years; and four hours each year thereafter. The Kentucky School Boards Association (KSBA) collects and keeps corresponding records and is recognized as the provider of eight of the twelve hours required during each of the first four years of service. 702 KAR 1:115 requires KSBA to submit to the Kentucky Board of Education for review and approval the following:

- in-service training records on an annual basis;
- request for an extension of time for completing required in-service training hours in individual cases where warranted; and
- an annual in-service training plan.

These items are attached.

Additionally, the board needs to be aware of what the regulation requires as to those who do not complete training hours. Attached is 702 KAR 1:115 (Attachment G) that contains the following provision in Section 4: "Subject to extensions granted under Section 5 of this administrative regulation, the names of all district school board members who fail to complete the required hours of in-service training shall be transmitted by the Department of Education to the Attorney General."

**Staff Recommendations and Rationale:**

KSBA recommends that the board accept the 2010 Report; grant the recommended extensions for time to complete 2010 requirements where appropriate; and approve the recommended 2012 Plan. These actions are recommended because:

- The 2010 Report is complete and accurate and reflects in-service training offerings that comply with regulation specifications;
- The request for extensions for board members needing additional time to complete 2010 requirements are justified and are within the provisions of the statute.

- The recommended 2012 Plan meets and exceeds regulation specifications.

**Impact on Getting to Proficiency:**

The training of local school board members is essential to assisting them with fulfilling their leadership role.

**Contact Person:**

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Board Team Development  
KY School Boards Association  
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**Commissioner of Education**

**Date:**

June 2011

LOCAL SCHOOL BOARD MEMBERS  
IN-SERVICE TRAINING  
**2010 SUMMARY REPORT**

		Years Service		
	Total	0-3	4-7	8+
<b>Hours Completed</b>	10,271.00			
<b>Members</b>	851	200	237	414
<b>Minimum Hours Required</b>		12.00	8.00	4.00
<b>Hours Above Minimum</b>		702.00	1274.50	2521.75
<b>Members Above Minimum</b>		156	220	376

## ATTACHMENT B

### LOCAL SCHOOL BOARD MEMBERS 2010 KSBA TRAINING OFFERED

<b>Theme/Topics</b>	<b>Attendees</b>	<b>Hours</b>	<b>Location</b>	<b>Date(s)</b>
<b>Annual Conference</b>	1004	13.00	Louisville	Feb 4 - 6
<b>Summer Leadership Institute</b>	283	8.00	Lexington	July 9 - 10
<b>Winter Symposium</b>	254	7.50	Louisville	December 3 - 4
<b>Safe Schools; Risk Management</b>	278	8.50	Louisville	Nov 15-16
<b>Regional Meetings</b>	832	1.50	12 Regions	Sept. – Oct.

#### **Current Topics:**

- Student Health & Wellness
- Board Leadership
- Truancy/Dropout Prevention
- Positive School Culture & Climate
- High Performing School Boards
- Communication Strategies
- All Students' Learning Achievement
- Board Member Basic Roles, Responsibilities & Law
- School Finance, Planning & Oversight
- Risk Management and insurance
- Curriculum
- Technology Issues
- Special Education
- Gifted & Talented Programs
- School Safety; Student Discipline
- Exemplary (district) Programs
- Community & Student Involvement
- Facilities & Energy Management
- Superintendent Selection Process
- Planning Processes
- Equity Issues; Student Achievement Gap
- Teacher Quality
- Policy & Procedures
- Effective School Board Meetings
- Early Childhood Education
- Parent/Family/Community Involvement

#### **Level I Courses/Topics**

Your Association: What You Need to Know About KSBA & Its Services

Congratulations! You Made the Team

School Board Fiscal Responsibilities: Driving Success Through Informed Decisions – Part 1

School Board Fiscal Responsibilities: Driving Success Through Informed Decisions – Part 2

Legal Orientation I  
The Board's Policy Making Role  
School Board Meetings  
The Board's Role in Student Achievement  
Staff/Media/Community Relations  
Basic Risk Management for School Board Members

### **Level II Courses/Topics**

Leading Effective Meetings: A Board's Guide to Parliamentary Procedure  
Finance II: Dollars & Sense – Budgetary Decisions, Requirements and Timelines  
The Board Meeting as a Community Forum  
School Safety & Discipline  
Employee Relations/School Personnel  
Superintendent Selection/Evaluation  
Board/Superintendent Relations  
Curriculum & Instruction  
Student Assessment  
School Facilities  
Student Learning & Support Services

### **Level III Courses/Topics**

Finance III: Dollars & Decisions  
A Look in the Mirror: Board Member Self-Evaluation  
When Pigs Fly: Promoting Student Achievement to the Community  
Legal Issues  
Student Health & Wellness  
Leadership Through Teamwork  
Curriculum & Instruction  
School & District Improvement Plans  
Liability Issues & Insurance  
Legislative Issues/Current Topics

### **Level IV Courses/Topics**

If You Tell It, They Will Come: Marketing Your District's Success Stories  
Risk Management Case Studies

### **Level V Courses/Topics**

The Perfect Interview  
Exemplary Leadership Strategies  
Advanced Risk Management for School Board Members

### **Whole Board Team Training (on request)**

### **KSBA-provided Self-Study Packets (on request)**

# ATTACHMENT C

## LOCAL SCHOOL BOARD MEMBERS IN-SERVICE TRAINING **2010 REQUIREMENTS NOT MET SUMMARY**

<u>Years Service</u>	<u>0-3</u>	<u>4-7</u>	<u>8+</u>	<u>Total</u>
Minimum Hours Required	12.00	8.00	4.00	n/a
Members Below Minimum	*12.00	+3.00	5.00	20.00
Hours Completed	*98.50	+21.25	10.25	130.00
Additional Hours Required	*41.50	+4.00	9.75	55.25

\*Includes members who were appointed to fill vacancies or newly elected and immediately began to serve during the year.

+Includes member who received an extension in 2009 but did not meet the conditions in 2010.

# ATTACHMENT D

## LOCAL SCHOOL BOARD MEMBERS IN-SERVICE TRAINING 2010 Requirements Not Met Detail

Name	School District	Service Start Date	Total Hours Required	2010 Hours Earned	2010 Hours Still Needed
William Bondurant	Berea	5/17/10	12.00	8.50	3.50
Scotty Combs	Owsley	10/19/10	12.00	6.50	5.50
Shirley Davidson	Clay	3/15/10	12.00	5.00	7.00
Jeffrey Miller	Erlanger	8/31/10	12.00	4.00	8.00
Matthew Monroe	Mayfield	9/8/10	12.00	10.50	1.50
Rudell Morrow	Todd	9/8/10	12.00	10.00	2.00
Craig Preece	Martin	3/29/10	12.00	8.00	4.00
Haley Turner	Trimble	9/21/10	12.00	7.00	1.00
Donald Ward	Lee	3/29/10	12.00	7.00	5.00

Note:

On behalf of these board members, KSBA requests an extension of time be granted for them to complete requirements. As of May 1, 2011, significant progress toward completing their 2010 requirements has been made. The request for extensions for these board members needing additional time to complete 2010 requirements are justified and allowed by the provisions of the statute.

\*The following list identifies board members not meeting all training requirements for 2010 who were not elected in 2009 or appointed in 2010.

Name	School District	Service Start Date	Total Hours Required	2009 Hours Earned	2009 Hours Still Needed
Kevin Carpenter	Mason	1/1/09	12.00	10.25	1.75
Robert Garrigan	Fulton	4/17/07	8.00	5.25	2.75
Jeff Gordon	Calloway	1/1/97	4.00	3.75	.25
James Gragg, Jr. (Also served 11/15/78 – 12/15/86)	Pineville	10/17/05	4.00	3.50	.50
Debbie Haynes	Russell Co.	1/1/01	4.00	3.00	1.00
Timothy Hurst	Silver Grove	4/13/05	8.00	7.50	.50
Jeffrey Parker	McCracken	1/1/09	12.00	10.00	2.00
Melanie Pelle	Silver Grove	1/1/97	4.00	0.00	4.00
Joe Pelle	Silver Grove	1/1/07	9.25	8.50	.75**
Terry Vest	Russell Ind.	1/1/09	12.00	11.75	.25
Clifford Wilson	Russell Co.	1/13/87	4.00	0.00	4.00

\*\*Mr. Pelle received an extension in 2010 as he obtained only 10.75 of the 12.00 hours required in 2009. For the 2010 calendar year, he needed to obtain a total of 9.25 hours (8.0 for 2010 and 1.25 for 2009).

**LOCAL SCHOOL BOARD MEMBERS  
2011 KSBA TRAINING OFFERINGS  
(Approved by KBE in 2010)**

<b>Theme/Topics</b>	<b>Planned Credit Hours</b>	<b>Location</b>	<b>Date</b>
<b>75<sup>th</sup> Annual Conference</b>	13.00	Louisville	Feb.
<b>Summer Leadership Conference</b>	7.25	Lexington	July.
<b>Safe &amp; Healthy Schools &amp; Students Conference</b>	8.50	Louisville	Nov.
<b>Regional Meetings</b>	1.50	12 Regions	Sept.-Nov.
<b>Winter Symposium</b>	7.00	Louisville	Dec.

**Current Topics:**

- Student Health & Wellness
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**LOCAL SCHOOL BOARD MEMBERS  
2012 KSBA TRAINING OFFERINGS**

<b>Theme/Topics</b>	<b>Planned Credit Hours</b>	<b>Location</b>	<b>Date</b>
<b>76<sup>th</sup> Annual Conference</b>	13.00	Louisville	Feb.
<b>Summer Leadership Conference</b>	7.25	Lexington	July.
<b>Safe Schools &amp; Successful Students Conference</b>	8.50	Louisville	Nov.
<b>Regional Meetings</b>	1.50	12 Regions	Sept.-Nov.
<b>Winter Symposium</b>	7.00	Louisville	Dec.

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